

March 10, 2000  
Revised February 26, 2007  
Revised September 17, 2007  
Revised July 1, 2014

**PERSONNEL LISTS**

Colorado Limited Gaming Regulation 47.1-404 reads in pertinent part:

Prior to opening for business, a retail licensee must furnish to the Director a list of all persons, including birth dates, employed by the retail licensee...Additionally, the retail licensee must by the first day of each month submit changes to its list of employees...

All employees directly employed by a retail licensee—licensed or unlicensed, full-time or part-time, permanent or temporary—are to be included on the initial and monthly lists of employees. Corporate employees of the retail licensee or its parent companies that have occasion to work at the casino also need to be listed. This includes temporary employees and employees provided by or hired through temporary or contract agencies who work in a licensed capacity. A unique identifying number, defined as the last four digits of the employee's social security number preceded by five numbers consistently used by the retail licensee for personnel reporting, must be included in the employee lists provided to the Director.

The retail licensee is responsible for the activities and identification of any unlicensed person working in the casino at all times.